

## FSC-225-A

May 16, 1994

TO ALL REGION OPERATIONS MANAGERS:

Subject: Focus Program

Attached is a copy of a letter mailed to all direct buying customers (Military/Institutions excluded).

As previously indicated, all Plan "A" participants must have submitted a signed agreement (by ship-to location) to RJR's I/R group in Winston-Salem with all appropriate personnel contacts completed on the agreement.

It is recommended that any manager with ship-to location responsibility for Plan "A" participants communicate no later than May 27, 1994, with both the customer and RJR's I/R Data Services Coordinator in Winston-Salem to ensure those customers are on target to submit correct and timely information.

Please be advised that RJR's I/R group will be contacting accounts systems personnel (as documented on the agreement) to resolve any data issues. If it is determined that data issues cannot be resolved, the manager (as documented on the agreement) with ship-to account and/or corporate (if applicable) account responsibility will be contacted to advise that the account is in non-compliance. **IMPORTANT! If information is not corrected and/or not submitted within the time frame for the June 6 - 10, 1994 weekly submission, the account must be notified that they are not eligible for Plan "A"; however, account has the opportunity to participate under Plan "B".**

Should you have any questions, please contact I/R Data Services Coordinator at extension 3716 (Data Issues) or Fred Baumann at extension 7149 (Program Issues).

R. J. REYNOLDS TOBACCO COMPANY

Attachment

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